

APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-! for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section

Attention: Scredding s	ection.			
FOR AGENCY USE	1. Agency Address	FOR RECORDS MANAGEMENT L	ISE	
Application Date	Department of Education Office of Instructional Services	Application Number	, - 7	
	Instructional Media Division	1-84-106		
Application Number	Audio-Visual Service	Date Received Date Complete	đ	
	1066 Sylvan Rd., S.W., Atlanta, Ga.	30310 NOV 1 9 1984 FEB 1	1985	
2. Person to Contact	Working Title	Telephone Nun	ber	
Reba J. Taylor	Office Supervisor	656-2421	<u> </u>	
3. Action Requested				
	Schedule; record will continue to accumulate.			
	cumulation; no further accumulation anticipated.			
c. Amend Application 6 4. Dates of Series	No. Check One: Change; St. S. Records Series Title (followed by title used in office			
Earliest Latest	3. Hecold's Selles Title (Tollowed by title ased ill office	e, n unterenty		
I				
Present 6. Division and Office Function	School Film Registration Files What is the function of the Division and the Of	fice in which this record series is created?		
~	cational film service to local school		i	
rullishing fount edge	dational lim service to local school	systems and correges.		
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7. Record Series Description	This file contains the following documents (incl. de 6	and side if and		
	This file contains the following documents (include for Attach samples of the file.	•		
Documents relating to: Reg	gistering and shipping 16mm educationa	1 films to local school syste	ms	
and colleges.		·	·	
Included are: Film Reg	istoria. Forma Balina/Shimina/Ones			
correspondence.	istration Forms, Booking/Shipping/Conf	irmation forms and related		
correspondence.	1			
	· <u>-</u>		-	
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		•		
File is arranged: Alphabe] • - 25	
Alphabe	etically by school name.	4	X	
8. Monthly Reference Rate	How often are records referred to which are:		¥	
One to six months old $\frac{1.000}{}$; Seven to twelve months old $\frac{1}{}$; Thirteen to twenty-four months old $\frac{0}{}$;				
twenty-five months and olde		·		
9. Annual Rate of Accumulation	· ·			
Letter-size drawers	; Legal-size drawers; Shelves	; Other (specify)		
		<u> </u>		
AR-50-71; Rev. 76	(Over)			

YES	NO	10. Questionnaire (Place an "X" in the proper column)			
х		a. Is this the official copy of the series? If not, where is it?	i stat		
	х	b. Does the series contain confidential information requiring security handling? If yes, cite	law or regulation.		
	х	c. Is this a vital record?			
	X	d. Does this series have historical or long term research value?			
x		e. When one or two documents in the file make it necessary to keep the entire file for a long documents be scheduled separately?	period, could these		
<u> </u>	X				
	x	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.			
	x	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?			
	x	i. Is this series (or a major portion of it) regularly microfilmed?			
X j. Does the record series result in a computer printout?					
11.	Retent	The following requires the series to be kept:			
	a. Sta	ate Law yearsyears	- <u>~ 1</u> years.		
	b. Sta	atute of limitationyears. e. Administrative need	1years.		
	c. Fed	ederal lawyears. f. Federal retention instructions	years.		
		•	•		
	Attacl	ch copy or excert of laws or regulations. Explain administrative need.			
<u> </u>					
12.	Appro	oved Disposition Instructions This agency recommends that the file series be cut off at the el □ Calendar Year; □ Fiscal Year; □ Other			
	□ H~	old in the current files area month(s) year(s); then			
		ransfer to local holding area; hold			
		ransfer to State Records Center; holdyear(s); then			
		estroy.			
		ransfer to State Archives for permanent retention. ther (Specify)			
	Bool	oking/Shipping/Confirmation Form: Destroy two months after compl	etion.		
	Cor	rrespondence: Destroy			
Film Registration Forms: Hold in current files area one (1) year, then destroy.					
		•			
		· •	•		
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	These instructions apply to all prior and future accumulations of the series.				
Ager	ocy Me	ead/Designee (Signature) Date / Records Management Officer (Signature)	re) Date		
21	X	Warnan Culo 1/14/84 Loudia Atro	1 1/11/24		
4	/ 	State Records Committee (Sign	nature) Date		
		endations in para-	13 1, 1 94		
(If d	isappr	are approved. State Auditor/Designee roved, attach letter	10/18/0/		
of e	(plana	Secretary of State/Designee Laww Wellow—	12714/84		
▲B-5	0-71:	Attorney General/Designee Rev. 76 (Reverse \$666)	2/185		